



JOB DESCRIPTION:	Foundation Accountant		
DEPARTMENT:	University Advancement		
REPORT TO:	Se. Executive Director – WNMU Foundation & Alumni Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	430120	DATE APPROVED:	25-MAY-2026
		DATE MODIFIED:	

SUMMARY: Primary financial bookkeeper and internal accounting clerk that performs general and non-profit accounting transactions and finance-oriented functions for the WNMU Foundation. Collaborates with internal and external stakeholders and University Advancement to help administer and promote campaign appeals.

DUTIES:

1. Is the primary user of Blackbaud Financial Edge NXT software to record accounting activities, create and process journal entries, reconciles bank statements and other financial data. Prepares reports providing financial information to affiliated fund account constituents, executive director, and the Foundation Board of Directors.
2. Executes procedures to assist in gift acceptance, prepares deposits, fund disbursements, and payment processes. Examines all applicable paperwork for proper documentation, adhering to process, procedures and policies to ensure accuracy of accounts, appropriate approvals and reviews compliance and internal controls of accounting activity.
3. Works with internal and external stakeholders, organizations and financial institutions to facilitate efficient, unique and appropriate gift transfers, awards, reconciliations and other possible philanthropic mechanisms for all Foundation identified, administered or newly created fund accounts.
4. Works with database and gift entry staff to prepare and execute gift processing cash receipt batches for transfer from Raiser's Edge into Financial Edge software.
5. Reviews all transactions to ensure compliance with IRS and state regulations. Works with third party accountants to prepare financial statements and footnotes for the annual audit. Is a primary contact to the annual auditing firm. Helps in preparation of legal and government forms required for non-profit documentation that includes but not limited to: 1099's, W-9's, and necessary tax documents.
6. Is a liaison with the University Business Affairs Department in reconciliation of university bills, third-party accounting consultants accounting records, as well as have regular contact with donors and representatives of Foundation banking and fund management partners.
7. Facilitates and supports the accomplishment of identified University Advancement team goals that support the overall University strategic plan by developing and maintaining performance tied to established goals. Assists with other University Advancement activities and special events.
8. May work with WNMU Foundation Board of Directors, alumni, donors, volunteers, community leaders, faculty and staff at various levels. Provide ongoing support to include customer service, database and financial software data maintenance and training, mining, and management, donor/sponsor/advocate relations and communications with vendors.
9. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and upholds working and public behavioral image expectations and ethics.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Education/Background: Bachelor's Degree preferred with experience in accounting, business, or related field, or minimum of five years' experience or equivalent combination of training and experience. Demonstrated experience or understanding of fund accounting database, preferably Blackbaud's Financial Edge or similar program in an academic or non-profit environment. Background check required. **Bilingual (Spanish) preferred.**
2. **Job Knowledge:** Job Knowledge: Knowledge of non-profit best practices, fundraising principles and donor confidentiality. Ability to discuss, interpret and translate financial information to a general audience. Knowledge of basic functions and operations of the divisions and University departments. Skill in the operation of a variety of office equipment and software including but not limited to computer, fax, copier, and telecommunication equipment. Proven organizational, planning and time management skills, preferred self-motivated and self-starter. Ability to work in an environment subject to frequent interruptions, changing priorities, and maintaining confidential information. High attention to detail and accuracy. Ability to work independently with minimal supervision, but also function effectively with a team. Customer centric with the ability to interact professionally with campus colleges at all levels, as well as donors, alumni, students and parents. Ability to speak effectively to employees, faculty, staff and community groups to foster positive relationships. Demonstrate strong writing and editing skills, the ability to manage multiple complex projects and tasks, be organized, adaptable, creative, and convey professionalism. Ability to develop, plan, and implement short- and long-range goals, and meet deadlines. Must be knowledgeable of WNMU policies and procedures, and state and federal laws and regulations that apply to University processes. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Other requirements:**
This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)